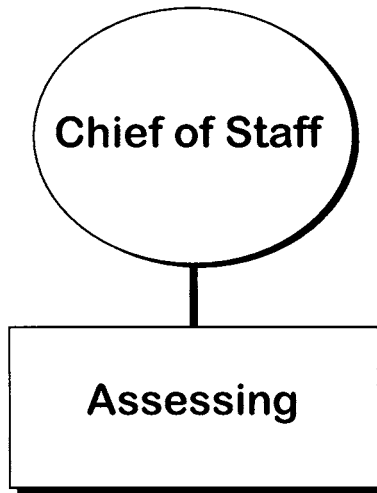


# Department of Assessing



**PROGRAM BUDGET SUMMARY**

DEPARTMENT OF ASSESSING

**MISSION/Program Description**

**THE MISSION OF THE DEPARTMENT OF ASSESSING IS TO PRODUCE THE ANNUAL TAX ROLL THAT IS FAIR, UNIFORM AND EQUITABLE, AND TO MAINTAIN AN ACCURATE AND UP TO DATE OWNERSHIP AND ADDRESS FILE FOR EVERY PROPERTY IN THE BOROUGH.** Assessing has two primary duties.

ONE—administer a property assessment process that is fair, uniform, and equitable by employing the following eight procedures:

- 1) Locate and identify all taxable property within each taxing jurisdiction;
- 2) Inventory the quantity, quality, and important characteristics of all taxable property;
- 3) Accurately estimate the value of each taxable property;
- 4) Determine the extent of taxability of each property;
- 5) Calculate the taxable value(s) for each property;
- 6) Timely notify the owner(s) of the assessed value;
- 7) Respond to inquiries regarding methods and values, defending same during appeals; and
- 8) Prepare and certify the official assessment roll of the entire Borough.

TWO—provide up-to-date information about assessment and related property matters, a service that has grown in importance to the community over the years. Inquiries from the public sector have increased significantly in recent years, requiring ever-increasing staffing resources. This is due in part to the public's growing awareness of the wealth of information, both current and historical, available in the Assessing records. Nowhere else can citizens obtain such a wide spectrum of information about a particular property.

**Major Long-Term Issues and Concerns**

- Continue to upgrade the use and efficiency of field based computers & in-house interface.
- Complete approved remodel project for the Assessing offices.
- Create & implement standardized computer property records and access system for public use and access of our database, subject to policy guidelines.

**Objectives for FY 2009**

- Continue to work towards completion of digital image files, sketches and historical data.
- Complete re-inventory of Mooreland Acres, Rickert, Brandt, Charles Slater & Steese neighborhoods.
- Automate public notification systems based on title transfers including exempt status reviews.
- Continue audit and review of properties with exempt status to insure compliance.
- Conduct comprehensive review of valuations in land values borough wide.

**Significant Budget Changes**

- Reduction of FTE's by deletion of one appraiser position.
- Reduction of part time staff costs by deletion of temporary scanning staff.

**Previous Year's Accomplishments**

- Re-format of Assessing notices and computer system in order to be able to notify taxpayers of exemption status on the notices.
- Completed a total review of the Borough for new construction, inventorying to well over 200 million dollars in new property.
- Completed a re-inventory of Haystack, Hamilton Acres, Shannon Park & Chena Ridge along with areas in and around Lakloey Hill & Badger Road.
- Re-bid printing contract for Assessment notices.
- Initiated and completed phased ongoing property exemption audit program.
- Completion of scanning project; over 45,000 property record files into our Aurora data base.

**Dept: Assessing  
Measures & Statistical Accomplishments**

The FNSB intends to measure the success of this section by the use of the following measures, over time.

<u>Measures</u>	<u>2004/05 Actual</u>	<u>2005/06 Actual</u>	<u>2006/07 Actual</u>	<u>2007/08* Budget</u>	<u>2008/09* Budget</u>
1) % Increase in Tax Roll Value	9.99%	10.5%	10.5%	6.4%	7.0%
2) % Increase from New Construction	5.24%	5.1%	4.7%	3.3%	3.1%
3) % Increase in Parcel Count	1.7%	1.3%	0.7%	1.7%	1.6%
4) % Increase in Market Activity	1.0%	-5.5%	21.5%	17.7%	14.2%
5) % Increase in Billing Edits	-3.4%	-5.1%	10.7%	9.7%	7.9%

**Additional Statistical Accomplishments**

Ownership Changes	5,076	4,744	5,215	5,600	6,000
Address Changes	5,365	5,160	5,748	6,300	7,000
Document Edits	22,565	21,960	28,570	35,000	28,000
Title Examiner Land Edits	5,472	2,100	1,856	2,000	2,000
Market Indicators Posted	3,883	3,671	4,461	5,200	5,200
Number of Appraisals	20,000	24,000	24,000	24,000	24,000
Miles Logged Doing Review	34,190	37,500	41,093	40,000	40,000
Number of Post-deadline Appraisals	549	535	308	610	800
Adjusted Notices Mailed	1,167	1,250	1,354	1,400	1,800
Number of Appeals	157	205	221	207	400
Total Number of Parcels	48,483	49,015	49,721	50,620	51,525
Parcels per Appraiser	4,040	3,770	3,825	3,894	4,300
Total Number Taxable Parcels	42,644	43,186	43,498	44,227	45,000
New Construction	\$260,168,301	\$278,715,240	\$285,200,610	\$220,000,000	\$220,000,000
Total Tax Roll (excl. Pipeline)	\$5,464,311,403	6,039,739,486	6,674,021,783	7,100,000,000	7,600,000,000
Assessment Ratio	94.99%	94.11%	94.01%	95.00%	95.00%
Date Tax Roll Certified	5/27/05	5/31/06	6/1/07	6/1/08	6/1/09

\* Estimated

**Dept: Assessing  
Departmental Summary**

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
<b>PERSONNEL SERVICES</b>						
Permanent Salaries	1,277,468	1,333,581	1,423,620	1,423,620	1,403,740	1,403,740
Overtime Wages	1,876	3,887	10,930	10,930	10,930	10,930
Temporary Salaries	10,575	18,801	16,700	16,700	1,800	1,800
Benefits	676,167	785,290	910,990	910,990	899,890	899,890
Subtotal:	1,966,086	2,141,559	2,362,240	2,362,240	2,316,360	2,316,360
<b>COMMODITIES</b>						
Office Supplies	8,949	10,363	15,000	15,000	15,000	15,000
Computer Supplies	1,032	1,837	2,200	2,200	2,200	2,200
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	913	1,627	3,600	3,600	3,600	3,600
Repair and Maint. Supplies	-	85	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	3,256	6,908	9,000	9,000	9,000	9,000
Equipment Parts	397	569	4,000	4,000	4,000	4,000
Subtotal:	14,547	21,389	33,800	33,800	33,800	33,800
<b>CONTRACTUAL SERVICES</b>						
Professional Services	1,607	2,577	17,120	17,120	17,120	17,120
Communications	326	388	700	700	700	700
Travel	44,703	51	2,400	2,400	2,160	2,160
Professional Dues/Meetings	3,200	3,825	6,930	6,930	6,930	6,930
Training	20,039	20,305	23,400	23,400	21,060	21,060
Advertising, Printing & Binding	13,608	13,547	15,980	15,980	15,980	15,980
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	543	605	600	600	600	600
Repairs & Maint. -Other Equipment	6,000	4,600	10,810	10,810	7,380	7,380
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	19,970	16,220	16,220	16,220	16,220	16,220
Other Contractual Services	13,680	13,348	17,760	17,760	17,760	17,760
Subtotal:	123,676	75,466	111,920	111,920	105,910	105,910
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
Controlled Assets	4,999	840	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	4,999	840	-	-	-	-
<b>GRAND TOTAL:</b>	<b>2,109,308</b>	<b>2,239,254</b>	<b>2,507,960</b>	<b>2,507,960</b>	<b>2,456,070</b>	<b>2,456,070</b>
<b>FUNDING SOURCE:</b>						
General Fund Revenues						